

## **Request for Proposal**

Website Hosting Services

### **Due Date**

September 1, 2023, at 4:00 PM MDT

### **Contact Person:**

Amy Thompson

Director, Marketing and Communications

Business Link

[amy@businesslink.ca](mailto:amy@businesslink.ca)

## Company Profile

Business Link is a government-funded non-profit that has been helping Alberta small businesses start and thrive since 1996. The team provides personalized support and resources, market research, virtual workshops, and 1:1 business advice for entrepreneurs to start and grow their businesses in Alberta.

## Project Overview

Business Link is seeking proposals from service providers to host our website [businesslink.ca](http://businesslink.ca). The selected service provider will migrate hosting from our existing hosting provider to their own hosting infrastructure and will be responsible for the stability, security, and performance of our website.

Ideally, the hosting provider will be based in the Alberta region. The selected web hosting company will invoice Business Link monthly.

## Scope of Work

- Server Management
  - Manage web hosting services, server configuration, and domain settings.
  - Ensure consistent server uptime and scalability.
  - Demonstrate a rapid response to address alerts.
  - Implement backup on servers to protect against data loss.
- Security Measures & Maintenance
  - Ensure there are comprehensive security protocols in place to protect our website against potential threats and vulnerabilities.
  - Conduct regular security, firewall, and malware audits, scanning, updates, and other security measurements.
- Migration Process
  - Seamlessly transition our hosting infrastructure from our current maintenance and support provider's support to your hosting platform.
  - Ensure minimal disruption and error during the migration process.



## **RFP Submission Requirements**

- Submit a 1-2 page proposal outlining previous related project work and your capabilities/experience for the criteria listed above.
- Provide 2-4 client references/work examples, including a short project description and contact information.
- Include monthly costs and fees.

## **Selection Criteria**

- Relevant technical experience and expertise in web hosting services.
- Demonstrated the ability to meet the outlined objectives and scope of work.
- Client references and website examples.
- Competitive pricing and value for hosting services and package inclusion.

## **Deadline for Submission**

Please submit your proposal to Amy Thompson, Director of Marketing & Communications, at [amy@businesslink.ca](mailto:amy@businesslink.ca) by September 1, 2023.

